



USAID SOUTH SUDAN

FROM THE AMERICAN PEOPLE

Solicitation for Cooperating Country National (CCN) Personal Services Contract (PSC) Chauffeur (One Position)

I. GENERAL INFORMATION

1. **SOLICITATION NO:** 72066822R00003
2. **ISSUANCE DATE:** November 9, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** November 23, 2021, before 17:00 PM
4. **POSITION TITLE:** Chauffeur (One Position)
5. **MARKET VALUE:** FSN-4, (\$11,243 - \$16,859) per annum
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/ South Sudan. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** 5 Years. The services provided under this contract is expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.
7. **PLACE OF PERFORMANCE:** US Embassy, Kololo Road
8. **SECURITY LEVEL REQUIRED:** RSO Certification/Facility Access

9. BASIC FUNCTIONS:

Operates variety of motor vehicles to transport passengers and cargo. This includes providing support for high level visits and field trips. Incumbent receives daily direction from the Dispatcher and is directly supervised by the Motor Pool Supervisor. There are chauffeurs on duty 24/7 due to American personnel at post without authorized POVs. Transport is provided not only home/office, but other trips as required. May be required to drive one of the heavy trucks to transport fuel, water, supplies.

MAJOR DUTIES AND RESPONSIBILITIES:

- Ensures Chauffeur services are provided to all ICASS customers in accordance with USAID/South Sudan Standards.
- Operates variety of vehicles, including armored vehicles, vans and a variety of trucks determined by the needs of the trip request assigned by the dispatcher.
- Drives Mission officials and visitors to locations outside of Juba as required following procedures of defensive driving techniques.
- Prepares trip tickets for each trip, accounting for mileage during shift.
- Ensures all preparations, such as directions to the requested destination, are done before the trip departure time.
- Ensures vehicle is clean at all times and performs basic safety check along with basic maintenance including checking fuel, oil, water, tire pressure and battery water at beginning of each shift. Reports any problems immediately to Dispatcher and the Motor pool Supervisor.
- During VIP visits may be required to drive high-level officials both within and outside of Juba. Should prepare vehicle for all VIP visits with umbrellas and water.
- Required to drive heavy trucks instruction from Dispatcher.
- Escort Mission contractors' duties, any other duties as assigned.

10. AREA OF CONSIDERATION: Cooperating Country Nationals (CCNs) applicants. Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: jubahr@usaid.gov All questions regarding this solicitation must be submitted in writing to the POC email address.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION {20}: Successful completion of Secondary School required.

EXPERIENCE (20): Minimum five years of chauffeur experience.

LANGUAGE (20): Level III (Good working knowledge) in English and Level IV {Fluent} in local language written and oral are required.

KNOWLEDGE & SKILLS (40): Must have knowledge of Juba and neighboring States roads. Must have valid driver license applicable to all types and sizes of vehicles. Must have the ability to follow instructions and be reliable in attendance and performance. Must be able to follow defensive driving techniques. Should have excellent inter-personal skills. Should be polite in conversations with the customers.

EVALUATION AND SELECTION QUALIFICATIONS

After the closing date, applications will be initially screened to determine whether applicants have met the advertised minimum qualifications. Applications from candidates who meet the minimum requirements will be tested in their English proficiency before being evaluated by a technical committee in accordance with the evaluation factors. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check until communication from the applicant. Only **finalists** will be contacted by USAID with respect to their applications. The final selected candidate **must** obtain security and medical clearances within a reasonable period of time (USAID will provide details to the selected candidate). A substantial delay in obtaining either security or medical clearance will make the applicant ineligible for selection.

EVALUATING FACTORS:

Those applicants who meet the minimum education, experience qualifications and proficiency level in English will be evaluated based on the content of their application as well as the applicant's writing, presentation, and communication skill

The following factors are listed in descending order of importance:

1. Demonstrated Skills and Abilities
2. Demonstrated Technical Knowledge
3. Relevant Experience

These factors will be the basis for scoring applications and creating an initial ranking of candidates. Only the highest-ranked applicants (finalists) will be interviewed. Those finalists will then be evaluated on their interview performance, and, finally, satisfactory professional reference checks.

In summary, the steps in the applicant rating system are as follows:

1. Meet minimum requirements - Pass/Fail
2. Evaluation of application in relation to the evaluation factors, which when combined, are of equal importance to interview performance
3. Interview performance which is of equal importance to evaluation factors
4. Reference Checks - Pass/Fail

PRESENTING APPLICATION

1. Eligible Offerers are required to complete and submit the offer form: Cover Letter An up-to-date Resume/CV. USAID Application Form (to be filled out completely). The Application form is available for download from the internet <https://ss.usembassy.gov/embassy/jobs/>. Applicants must submit a Narrative Statement addressing each of the following subjects.
 - a. In 400 words or less describe your skills, knowledge and experience that are applicable in performing the work described in this vacancy announcement.
 - b. In 400 words or less describe an example of how you used those skills and knowledge to resolve an unanticipated issue. (What was the situation? What steps did you take to think through the situation? How did your action(s) address the situation? What was the result?)
 - c. In 400 words or less describe how you have used your interpersonal skills in a specific situation to resolve a problem or achieve a goal. (What was the goal/problem? What steps did you take? What was the result?)
 - d. In 400 words or less describe a project you managed or helped manage; and how you planned, organized, set priorities, and allocated time and resources to achieve the project's goals. (What was the project? What steps did you take to manage the project? What was the result?)
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

III. LIST OF REQUIRED FORMS FOR CCN-PSC HIRES

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Security Questionnaire for Locally Employed staff
3. Fingerprint Card (FD-258)

IV. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

V. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN-PSC awards are available at these sources:

1. **USAID Acquisition Regulation {AIDAR}, Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at: https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 302-4** available at <https://www.usaid.gov/forms>.

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUALEMPLOYMENTOPPORTUNITY:

The U.S. Mission in South Sudan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

END OF SOLICITATION

